

04/08/2013

United States Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal

INFORMATION FROM PRE-PROPOSAL CONFERENCE HELD ON APRIL 8, 2013

Introduction:

The pre-proposal conference was called to order at 10.30 am. The Contracting Officer (CO) explained briefly his roles and duties on behalf of the United States Government (USG). Formal answers to all questions from prospective contractors are listed below. Only the written answers below plus the solicitation documentations are considered formal communications from the USG. In addition, reference was made to the Solicitation FAR and DOSAR Contract Clauses and how they may be found online at the website <http://www.acquisition.gov>. A tour of the chillers was also made.

The Contracting Officer Representative (COR) indicated that an amendment to eliminate Maintenance Task E52 (page 9) from the solicitation will be issued.

The COR indicated that this is maintenance contract not a maintenance and repair contract and any additional work that contractor deems necessary should be quoted separately.

The COR highly advised the offerors go on the internet and look up manufactures' recommendations for these chillers maintenance.

The COR stated that work should be performed within the Embassy office hours.

Questions and the USG formal responses are shown below:

1. Question: I noticed during the site visit a lot of corrosion on the equipment. May I include a line item on my proposal for repair/treatment?

Answer: Whoever is awarded the contract will have to present us a separate proposal for any additional repairs.

2. Question: We have a doubt about Routine schedule (Attachment 1). Can we assume the service frequency twice a year, or which will be “Regular” frequency?

Answer: It should be performed as follows: (refer to amended Attachment 1)

- One Annual inspection at seasonal start-up
- Two Regular inspections – one mid-summer and the second one prior to season shut down.